

## GREETER INSTRUCTIONS

**ARRIVAL** - Please arrive by 10:30. If possible, bring some refreshments to share during the coffee hour.

**NAME TAGS & VISITOR SIGN-IN** - Be sure to wear your own name tag as well as the greeter name tag, which is found either inside or on top of the hinged desk in the foyer. Be sure that there are markers, pens, visitor name tags/plastic holders for the guests, and visitor cards on top of the desk. Also, put a visitor card and sharpened pencil on a clipboard and hand it to visitors so they can fill it out while waiting for the service to start. This will enable them to collect their thoughts and have them ready to put in the offering in plenty of time. You might show them the card is two-sided.

**NOTEBOOK & OFFERING PLATES** - You will find the Greeter Notebook and the collection plates inside the hinged desk. Reserve seats for yourselves by placing the collection plates on two seats on the main aisle near the back of the sanctuary.

**GREET GUESTS** - Remember: your smile may well be the first one newcomers see, so extend a warm welcome to them as well as all congregants! Give each person an order of service. Invite visitors to make a name tag. If this is the first visit, give them a clipboard and ask them to fill it out when they sit down and put it in the offering plate. If the visitors have children, RE now has an informational card. If an RE Greeter is present, they will handle this. If not, please give them the card. If you are able (or another greeter or member) show them the RE wing and nursery.

**PREPARING FOR WORSHIP** - About two minutes before the service is scheduled to begin, flash the foyer lights 2-3 times to alert people that the service is about to begin. Close the Sanctuary doors at 11:00. One of the Greeters should stay in the foyer for about 5 minutes in order to welcome late comers.

**TAKE ATTENDANCE** - Before the Story for All Ages, count all people in the building - children, teachers, safety volunteer, anyone in the office. Make a note of how many visitors are present. You will need to record this attendance on a blank form in the Greeter Notebook along with the morning weather, sermon title, and speaker's name.

**TAKE THE OFFERING** - Before service, choose on which side you will pass the collection plate. When the offertory music begins, walk to the front and begin. When you are finished, one or both of you may walk to the altar to place the collection plates. The responsible board member will collect and count these after the service.

**ENDING THE SERVICE** - After the closing words, open both Sanctuary doors and remain in the foyer to speak to visitors as they leave. Then, put the Greeters Notebook back in the hinged desk. Straighten the desk up putting all materials inside. Check with the Responsible Board Member in Charge and ask them to put visitor cards in the Membership mailbox. Pick up clipboards, restock each with new supplies and return to inside of hinged desk.

*Visitors may seek us out because of deep, personal needs - a bad experience in another religious community, family problems, loneliness, spiritual struggles, or because they don't feel welcome in other churches. They may desperately need to hear the message of our free faith. You might ask visitors what brought them to Westside and remark that you were glad to have them with us. Express hope that we will see them again, introduce them to other members or friends and give them a warm and positive impression of our church. Visitors will be more likely to return if they feel welcome!*

*We strive to be a church that has a lot to offer visitors, but they have something to offer us as well. As WUUC grows, we are able to offer more programming and support to our members as well as a stronger voice in the wider community. Imagine each visitor at WUUC one year from now. Will she play guitar with the choir, offer a lay-led service, help maintain the building and grounds? Will he serve on the RE committee, help with publicity, congregational care, serve as a safety volunteer? Will their children grow up with ours and spread the understanding cultivated in our religious education program? May it be so...*

## **Religious Education Information for Sunday Greeters**

The RE Program is for children from 3-18 years old. (Children who are younger than 3 go to the Nursery.) Each year our curriculum rotates through various themes, including World Religions. This year (2015/16), we are focusing on UU Identity and Heritage.

Children are to accompany their parents into the sanctuary. Class starts after the Story for All Ages and ends at 12:15. Children in 5<sup>th</sup> grade and younger need to be picked up in the classroom and signed out by their parent or accompanying adult.

The classrooms are:

- Spirit Play (PreK-1<sup>st</sup> grades)
- Elementary (2-5<sup>th</sup> grades)
- Middle School (6-8<sup>th</sup> grades)
- High School (9-12<sup>th</sup> grades)

When a family with children visits, please do the following:

1. Have the parents fill out a "Religious Education Program Visitor's Card." Be sure they understand that the card is to be sent with the child to the classroom.
2. Try to connect the family with the DRE or an RE Teacher for a tour of the classrooms.
3. Give them a copy of our Religious Education Handbook.

We welcome parents to observe the classrooms and be with their children until the child is comfortable being in the classroom.